

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Closing of County Services	<b>Number:</b> A2221
		<b>Issue Date:</b> 11/91
<b>Approved:</b> Roy Pederson	<b>Initiating Department:</b> County Manager's Office	

#### **A. Purpose**

To establish guidelines for the closing of County services in the event of inclement weather, natural disaster, or any other emergency situation.

#### **B. Policy**

The Chairman of the Board of Supervisors or the County Manager may, at their discretion, close non-essential County services in the event of inclement weather, natural disaster, or any other emergency situation that may jeopardize the safety or welfare of County citizens or employees.

In an emergency situation, announcements of the closing of particular County services will be announced, if possible, on local area radio and television stations.

Employees will not be paid if the closing is announced before the start of their shift; however, if County services are forced to close early, employees who reported to work will be paid accordingly for a full day or a full shift.

#### **C. Authority and Responsibility**

The Chairman of the Board of Supervisors and the County Manager have sole authority to declare and take action pertaining to the closing of County services due to inclement weather, natural disaster, or other emergency.

The Public Information Office has the responsibility to notify the media of any County closings for the express purpose of notifying employees and notifying the public of an interruption in services.

#### **E. Procedures**

1. All County employees must explicitly follow any directions or specific procedures forwarded from the County Manager.